SHARP Statewide Security Request Form

User ID: _____ **Security Action Requested** (check one)**:** New User ☐ Remove ☐ _____

Agency Number: _____ **Agency Name:** _____

Employee Name: _____
                   (First)   **(Mid)**   **(Last)**

Work Address: _____

Area Code/Work Phone: _____/_____ **Email Address:** _____

Employee ID: _____

Each agency may request one or two signons that allow Display Only access to statewide data. This access is given to agencies to allow them the ability to view information pertaining to their employees that may be restricted on certain pages due to PeopleSoft departmental security, using their normal SHARP sign-on.

Access to statewide data will be limited to the <u>Current Job</u> menu item under <u>Administer Workforce (GBL)>Use</u> and the <u>Employee Job Action History</u> report under <u>Administer Workforce (GBL)>Report</u>. This information is confidential (K.S.A. 75-2949f) and User Ids must <u>not</u> be shared with other users or employees to maintain database security and confidentiality.

Agency Signoff: _____ **Date:** _____

Title: _____ **Work Phone:** _____

Email Address: _____

DPS Signoff: _____ **Date:** _____

SHARP Signoff: _____ **Date:** _____

Excel forms may be completed, saved, and emailed as an attachment to:
kristine.scott@da.state.ks.us
<u>Please send printed forms to:</u>
Kristine Scott
Division of Personnel Services
LSOB, 900 S.W. Jackson St., Rm. 901-N
Topeka, KS 66612
Questions? (785) 296-2626